Congressionally Directed Medical Research Programs



## CDMRP Electronic Proposal Submission and Administration

presented to

US Army Medical Research Acquisition Activity
Stand Down Day

by

Patricia C. Modrow, Ph.D. Program Manager, CDMRP

October 25, 2006





## **Electronic Proposal Submission and Administration**

# Electronic processes virtually eliminate paper processing of proposal submissions and grants management data and documents





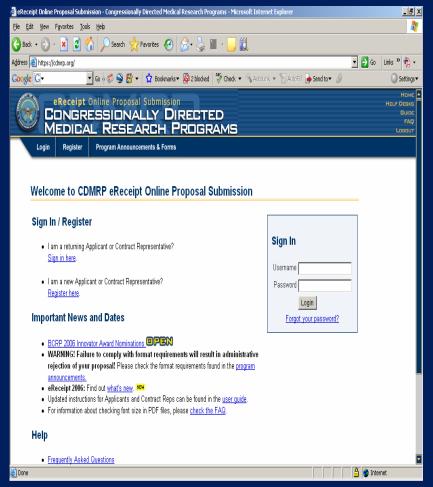
## CDMRP eReceipt Online Proposal Submission

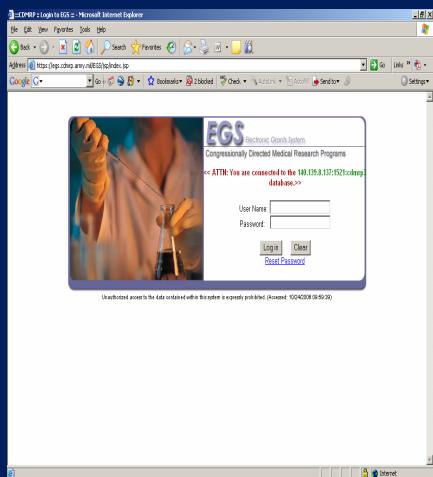
- Initiated on trial basis in 2000
- Implemented for all core programs in 2001
- Customized to meet requirements of award mechanism
  - Nominations
  - Pre-proposals
  - Letters of Intent
  - Confidential letters of recommendation
- Submission of proposals
- Submission of proposal-associated documents
- Communication and exchange of information with Principal Investigators (PI)
- Over 21,000 proposals have been successfully submitted and processed electronically





## **Electronic Processes Eliminate Paper Processing**









### Grants.gov

- Is THE single access point for all 26 Federal grant making agencies
  - Allows organizations to electronically find and apply for Federal grants
- Common data elements, electronic processes and uniform administrative rules across agencies
- Standardizing grant information, application packages and processes for finding and applying for Federal grants
- Registering once to apply to as many Federal agencies and grant programs as needed
- Increasing the ease-of-use through enhanced features common to the web, such as
  - \* downloaded and fillable forms
  - \* auto-populated data
  - error checks
  - email notifications





#### **Grants.gov** (cont)

- First stage implemented in July 2003
  - **❖** Agencies post and grant seekers search for grant opportunities
  - All Federal agencies are required to post all competitive grant opportunities on this site
- Second stage implemented in 2004
  - \* "Apply for Grants" feature
- USAMRMC implemented "Apply" functionality June 15, 2006
- Compliance with Grants.gov "Apply" moves CDMRP's electronic receipt GIANT leap backwards





### **CDMRP Program Cycle**





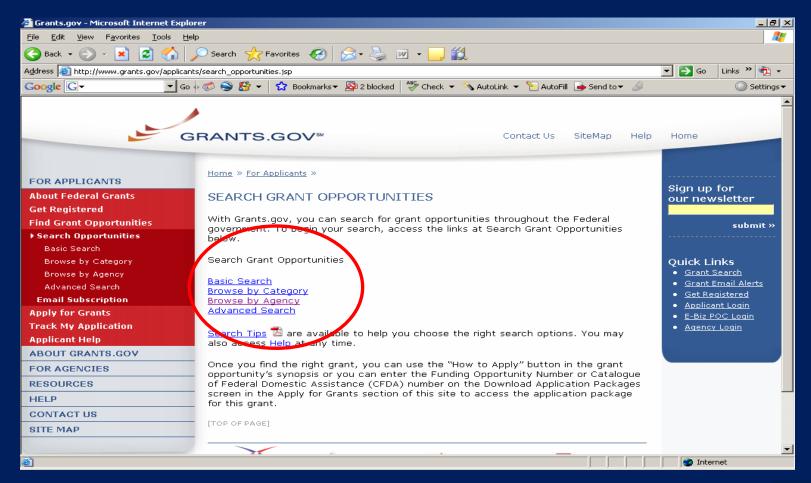
### **CDMRP Program Cycle**







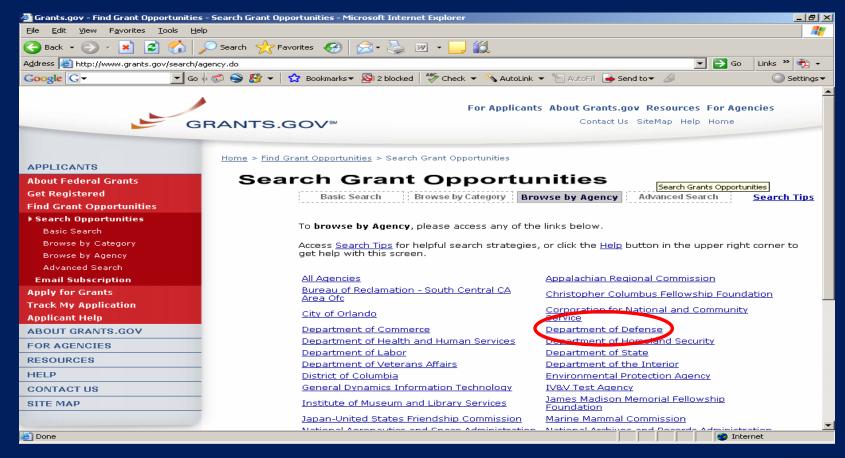
### **Grants.gov Program Announcement**







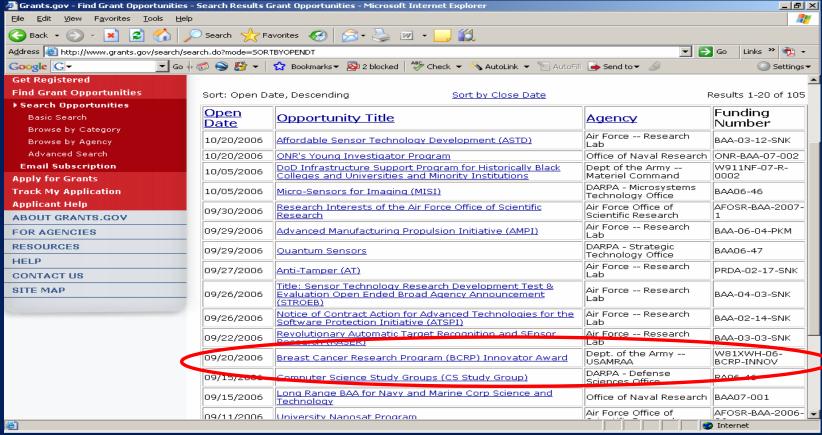
### **Grants.gov Program Announcement**







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## CDMRP Strategies to Integrate With Grants.gov

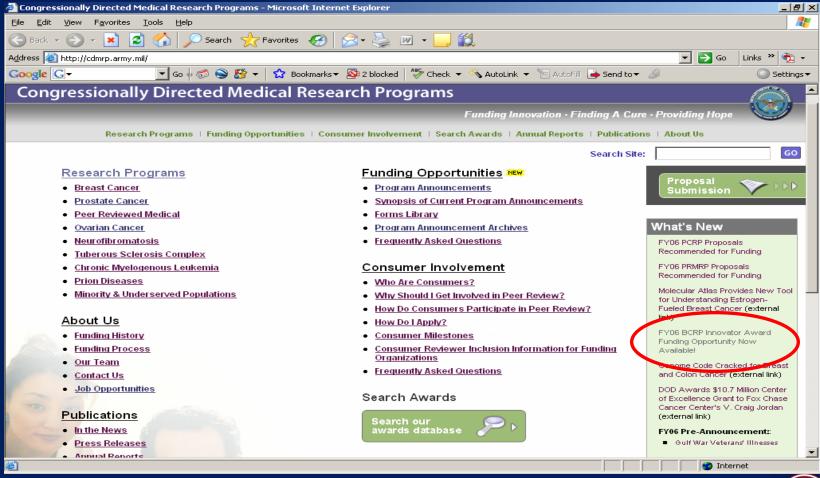
In addition to posting program announcements on Grants.gov:

Post program announcements on CDMRP website and eReceipt





### **CDMRP Program Announcement**







## CDMRP Strategies to Integrate With Grants.gov

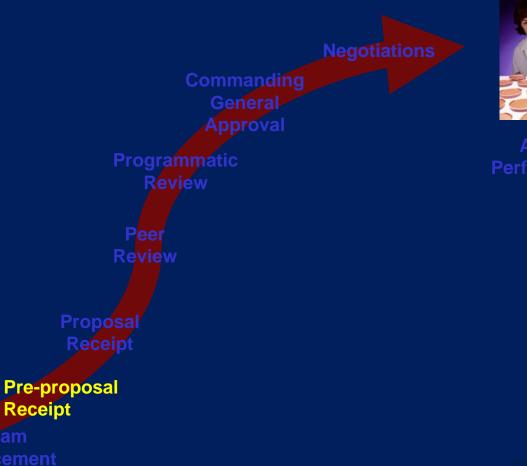
#### In addition to posting program announcements on Grants.gov:

- Post program announcements on CDMRP website and eReceipt
- Notify electronically prior applicants, peer reviewers, and other requestors of program announcement release
  - Include Grants.gov funding opportunity number and program announcement URL
- Notify (electronically) Authorized Organizational Representatives at universities of program announcement release





### **CDMRP Program Cycle**







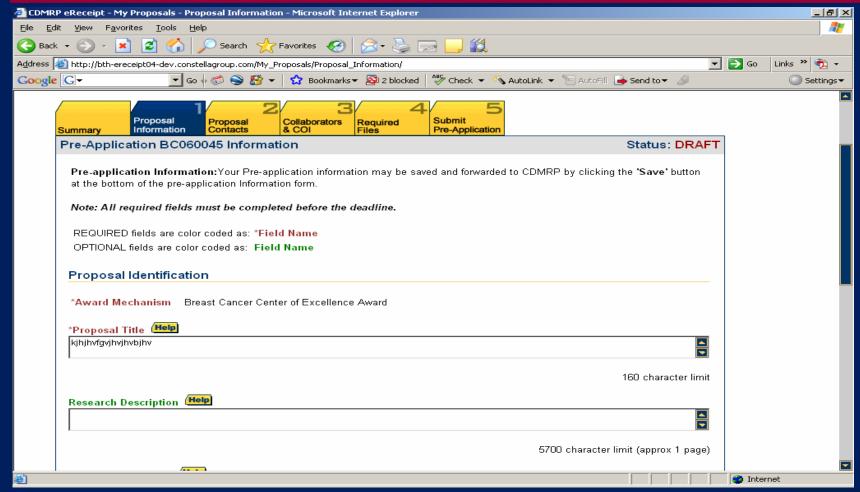
#### Pre-proposal Submission via eReceipt

- Pre-proposal process allows CDMRP to retain the ability to:
  - Customize submission requirements
  - Anticipate and track number of submissions
  - **❖** Assign CDMRP-specific proposals log numbers
  - Capture PI contact information
  - Obtain research focus of each pre-proposal for peer reviewer assignment
  - **❖** Capture conflicts of interest for peer review
  - Screen pre-proposals and invite full proposal submissions (savings of time and money)





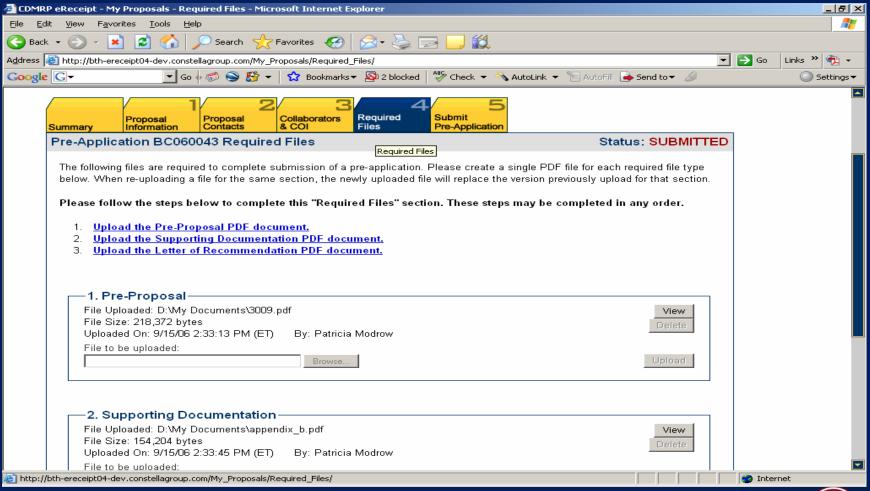
## Pre-proposal/Proposal Information via eReceipt







### Pre-proposal Submission via eReceipt







### **CDMRP Program Cycle**

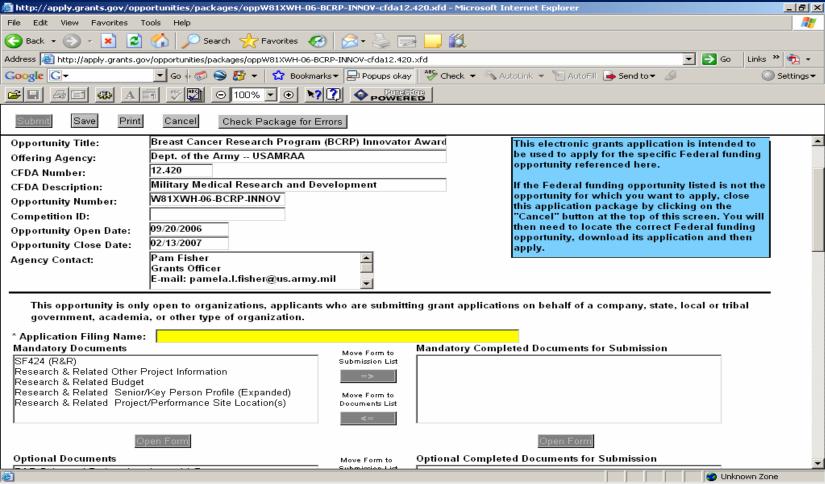








### Submission of Proposal via Grants.gov







## **Submission of Proposal Information Common Data Elements**

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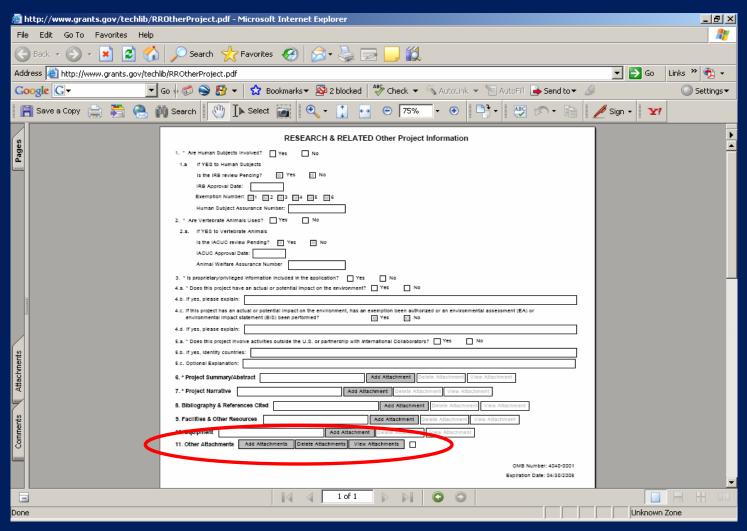
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### **Grants.gov Proposal Submission**







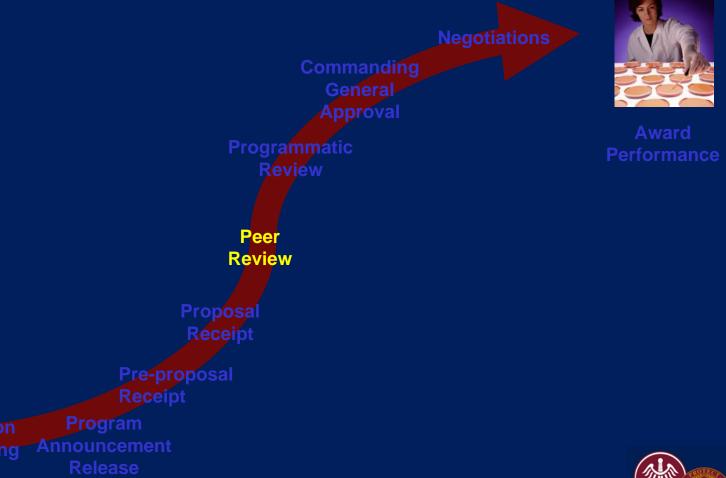
#### **Post-Receipt of Proposals**

- Proposal components are reviewed electronically for compliance for
  - Formatting
  - Page limits
  - Missing components
  - Documents not requested but cited in proposal
- Proposal components are concatenated electronically in sequence required by peer review and award mechanism
  - **❖** Title page is generated from data fields
  - Peer review version is created
  - Components are maintained as separate documents for later use at programmatic review and in EGS





### **CDMRP Program Cycle**







#### **Peer Review**

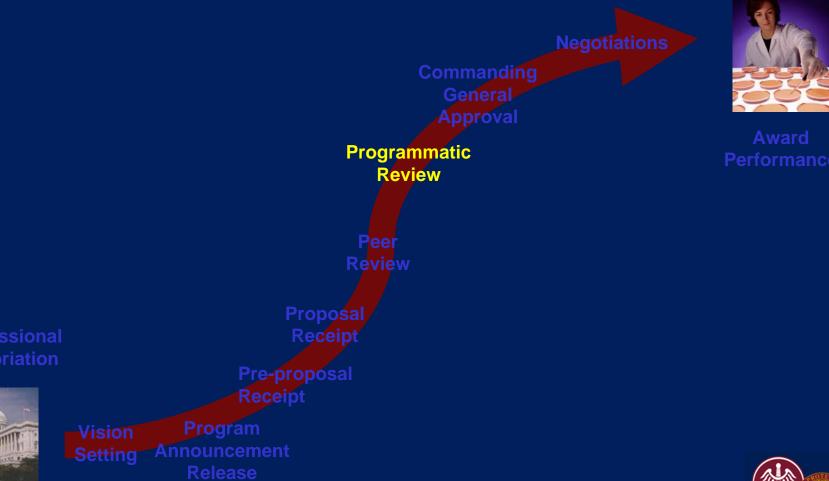


- Peer reviewers receive proposal materials in electronic format
- Pre-meeting reviewer scores and proposal critiques are submitted online
- Meeting scoring and critique revisions are done onsite via an electronic-based peer review scoring system
- Post-meeting scores are analyzed, stored and forwarded to electronic databases (including EGS)
- Proposal critiques (scores and technical merit evaluation) are forward to electronic databases for future events





### **CDMRP Program Cycle**







#### **Programmatic Review**



- Programmatic reviewers receive proposal critiques and associated materials in electronic format
- Funding recommendations and justifications are captured via an electronic database
- Awards List for Commanding General's signature and Purchase Requests are electronically generated





### **CDMRP Program Cycle**







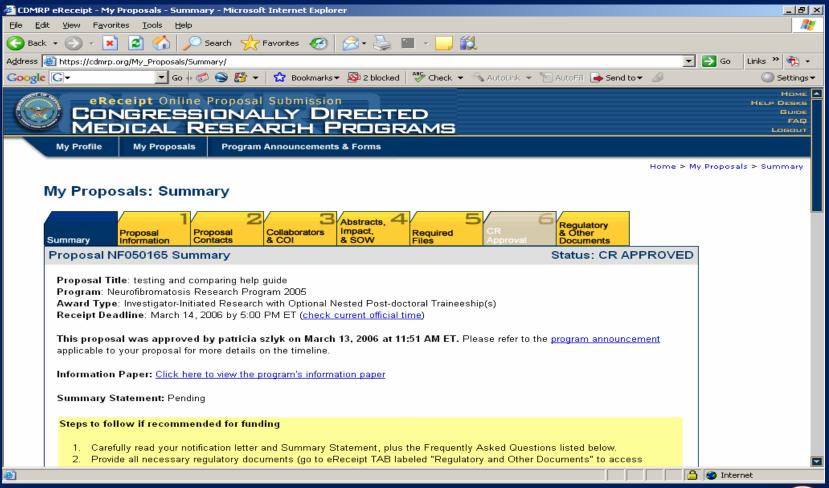
### **Funding Status Notification Letters**

- Electronic notification
  - ♣ PI
  - Authorized Organizational Representative
- Funding Status Letter
  - Signed by KO
  - Informs PI of required budget or SOW changes
  - **❖** Informs PI of required additional documents
- Summary statement (proposal critique and scores) from peer review
- Program Information Paper





### **Notification of Funding Status**







### **Proposals Recommended for Funding**

- Request additional documentation
  - \* Revised budget, Statement of Work, revised abstracts, etc.
  - Updated pending/existing support
  - Human and Animal Use documents
  - **❖ PI Safety Assurance**
  - Certificate of Environmental Compliance
  - \* Representations for Assistance Agreements
  - Certifications and Assurances for Assistance Agreements
  - Institutions negotiated rate agreement



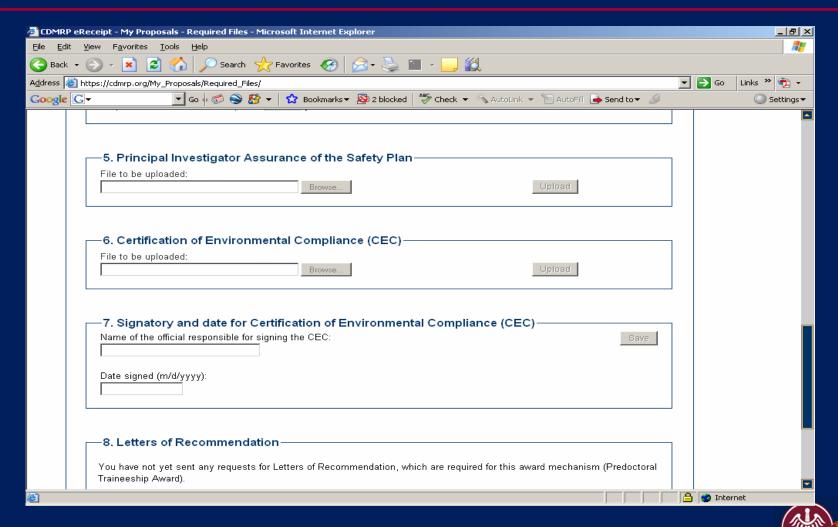
## eReceipt – Regulatory and Other Documents

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### **Data Fields and Uploaded Documents**





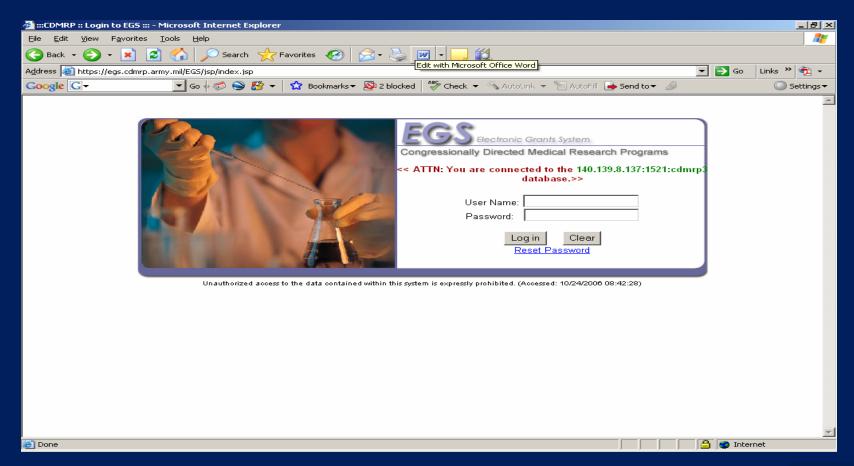
### **CDMRP Program Cycle**







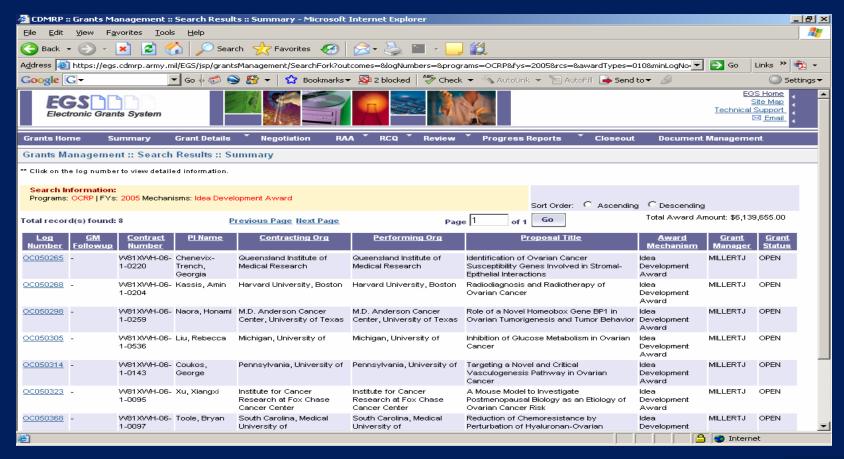
### **Grants Management System (EGS)**







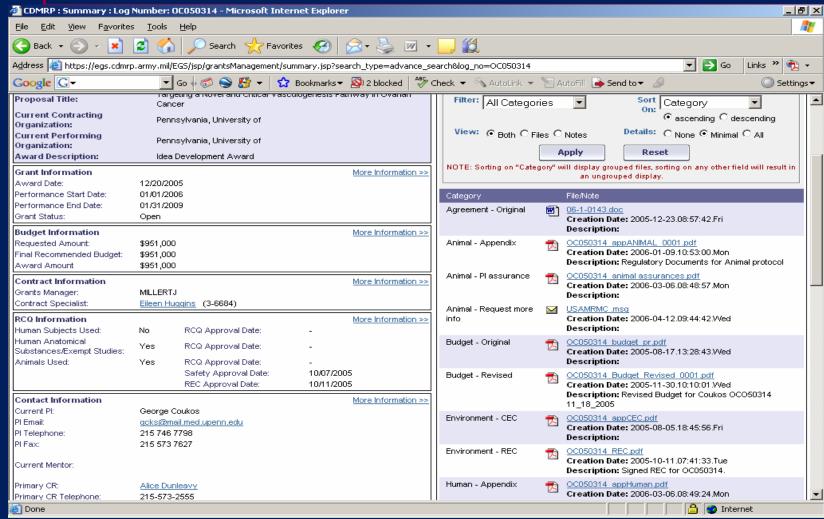
### **Snapshot of CDMRP Program**







### **Snapshot of CDMRP Program Award**

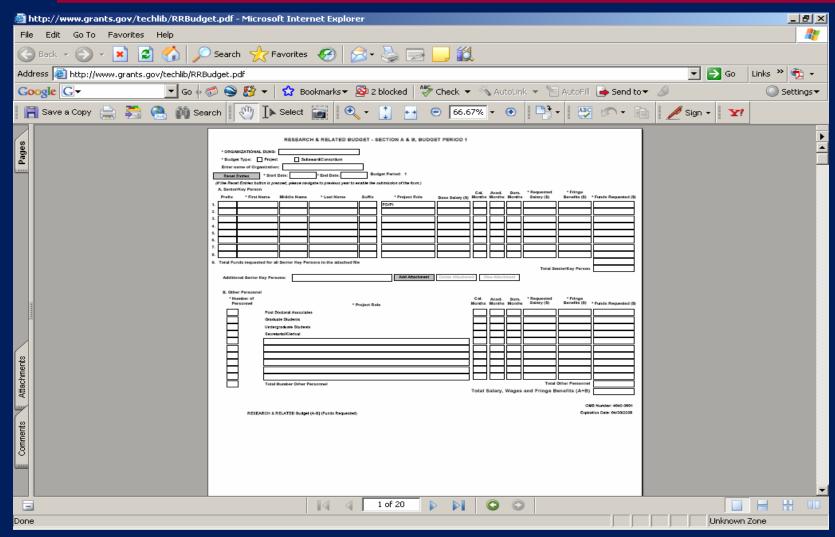




#### Congressionally Directed Medical Research Programs



### **Grants.gov Budget Form (R&R series)**

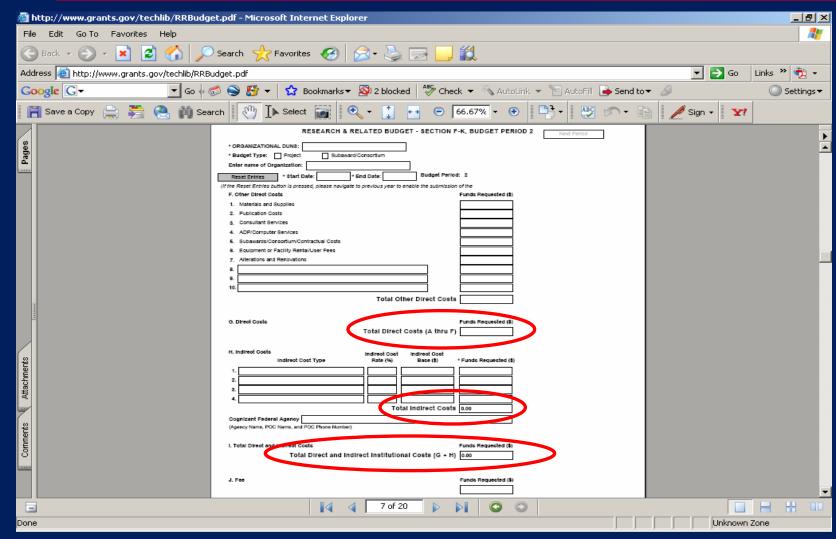




#### Congressionally Directed Medical Research Programs



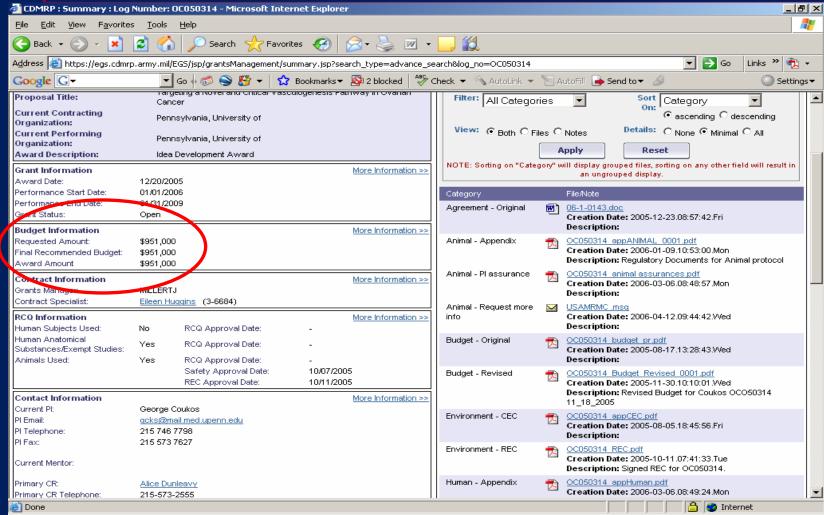
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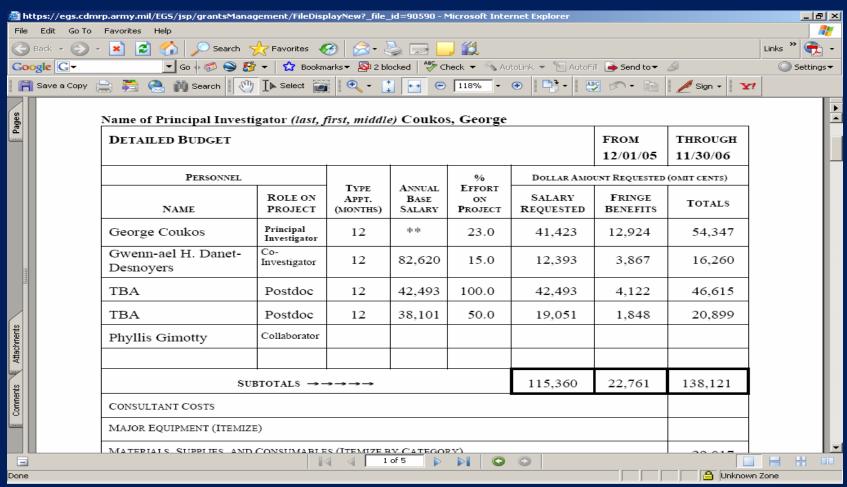
### **Snapshot of CDMRP Program Award**







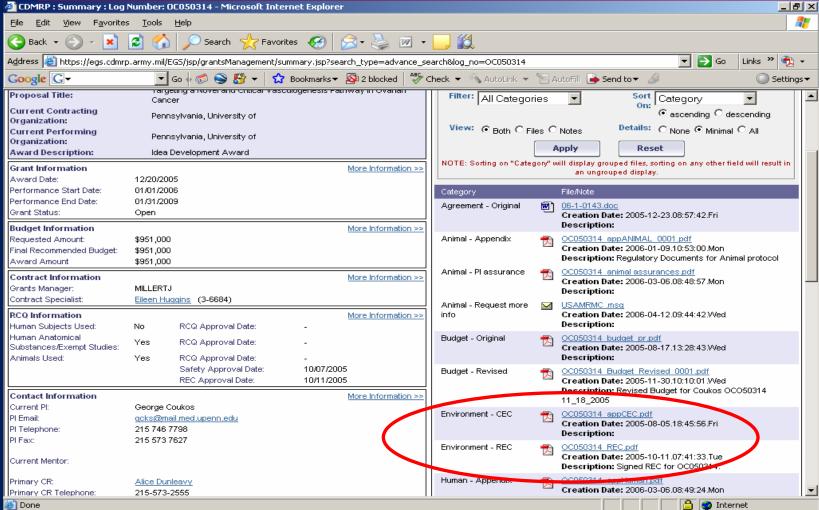
### **Budget Form as PDF Document**





#### Congressionally Directed Medical Research Programs

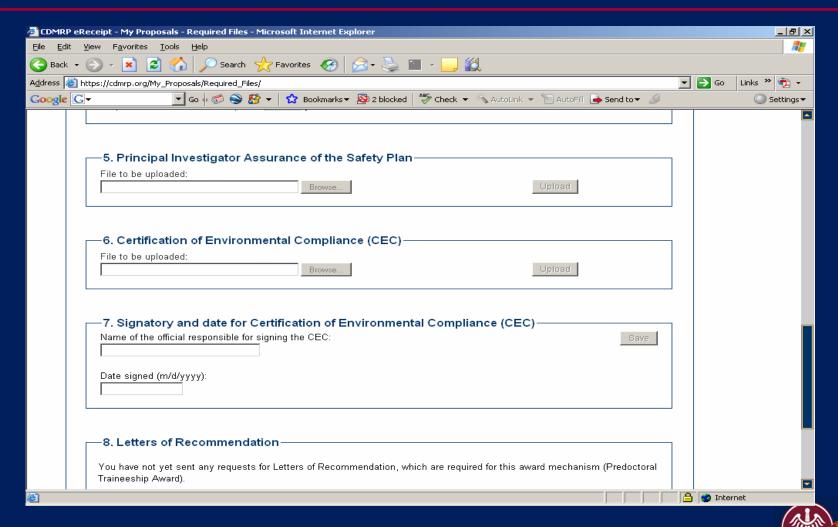






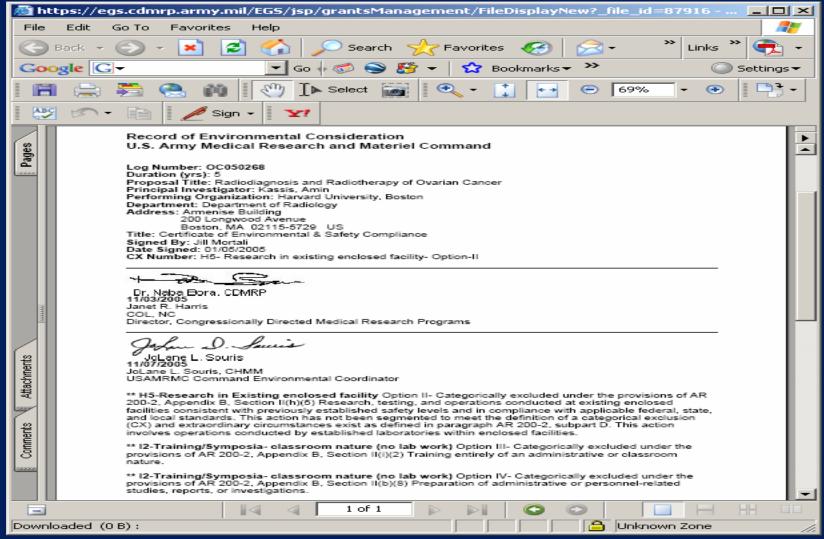


### **Data Fields and Uploaded Documents**



#### Congressionally Directed Medical Research Programs

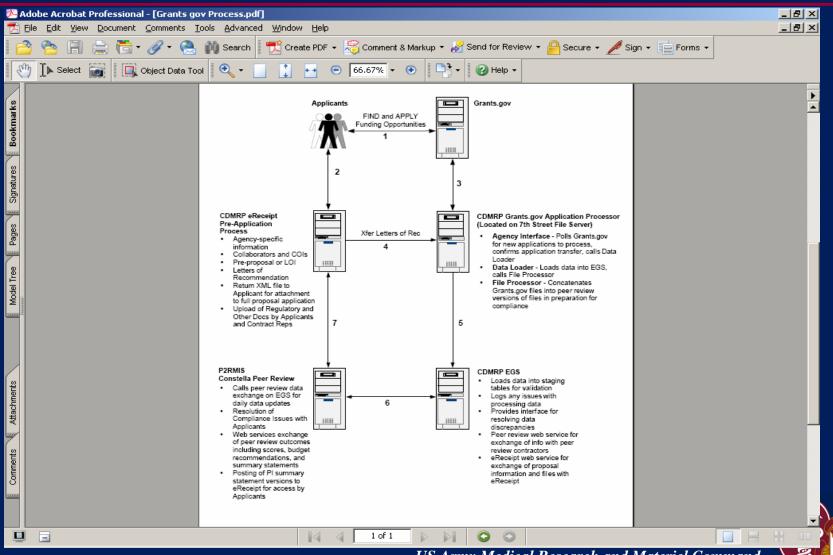








#### **CDMRP Electronic Communications**





### **Electronic Proposal Submission** and Administration

## Electronic processes virtually eliminate paper processing of proposal submissions and grants management

